



OFFICE OF PUBLIC INSTRUCTION

**PO BOX 202501
HELENA MT 59620-2501**

**www.opi.mt.gov
(406) 444-3095
888-231-9393
(406) 444-0169 (TTY)**

**Linda McCulloch
Superintendent**

MEMORANDUM

To: Authorized Representatives and Interested Organizations

From: BJ Granbery, Division Administrator/Title I, Part A Director
Division of Educational Opportunity and Equity

Date: September 15, 2007

RE: Montana Supplemental Educational Services Providers under Title I, Part A — Application

This is a request for applicants who wish to be considered as Supplemental Educational Services Providers in Montana. The Montana Office of Public Instruction (OPI) will review all new applications and approve those providers that meet all requirements within 45 days after the application is received. Applications may be submitted at any time. A list of current approved providers and a copy of the application form are available on the OPI Title I Web site page at <http://www.opi.mt.gov/titleI>.

Approved Supplemental Educational Services Providers may offer academic tutoring after school, on Saturday, or during the summer to students attending public schools identified for the second year of improvement, corrective action, or restructuring under Title I, Part A of the No Child Left Behind Act of 2001. In addition, schools in the first year of improvement, where there is no public school choice option within the district because no other public school exists at that grade within the district, must offer supplemental services in the first year of improvement if an approved provider is available (or provide the service themselves).

A list of schools whose students are eligible for services from Supplemental Educational Services Providers and a listing of the current final per student allocation for each district which is the maximum amount a provider may charge per students in that district can also be found on the OPI Title I Web site page. Please read the application form and refer to the list of schools whose students are eligible to be served to determine if you are interested in becoming an approved provider. If you are not interested, please pass this information on to others who may be.

If you have questions, please call the OPI Title I program office at 406-444-5660.

**Announcement of
Application Availability for**

Montana

**Supplemental Educational
Services Providers**

**Pursuant to the Federal No Child Left Behind Act
Section 1116(e)(1)**

Issued by:



Linda McCulloch, SuperIntendent

**Montana Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
www.opi.state.mt.us**

**For more information contact:
Gwen Smith
(406) 444-5660
e-mail: gsmith@mt.gov**

Proposals may be submitted to the Montana Office of Public Instruction at any time.

**Mail to:
Gwen Smith
Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501**

No faxed submissions will be accepted.

BACKGROUND

As part of the federal **No Child Left Behind Act** (NCLB) of 2001, any school that is in its second year of School Improvement, Corrective Action, or Restructuring shall arrange for the provision of supplemental educational services to eligible children in the school from a provider with a demonstrated record of effectiveness or a high probability of success, that is selected by the parents in cooperation with the school district of residence and approved for that purpose by the state educational agency [Section 1116(e)(1)]. For the current school year the schools that meet these criteria will be those shown on the list accompanying this announcement. If a school in the first year of improvement cannot provide public school choice because there is no other school within the district at that grade level, supplemental services must be provided if an approved provider exists (or services may be provided by the district). This list will also be posted on the OPI Web site, Title I page, at <http://www.opi.mt.gov/TitleI/index.html>.

PURPOSE

This application is issued to select the providers of supplemental services that will be included on the Approved Supplemental Services Providers (ASSP) list. This is not a competitive grant in that as many providers can be included in the ASSP list as meet the criteria specified below. The list will be maintained by the Montana Office of Public Instruction (OPI) and will indicate which of the approved providers offer supplemental services in each school district.

The **No Child Left Behind Act** requires that the state promote maximum participation by providers to ensure, to the extent practicable, that parents have as many choices as possible. The state-approved list will be updated as new providers are approved. There will be ongoing opportunity for new providers to demonstrate that their organization meets the requirements. Providers of supplemental services can be removed from the list annually subject to the conditions specified below.

It is expected that instruction will be primarily in the areas of reading and math in order to help students achieve Montana's standards, as demonstrated by improved test scores on the Montana Comprehensive Assessment System (MontCAS). Adequate Yearly Progress (AYP) is calculated for both reading and math in all public schools.

ELIGIBILITY REQUIREMENTS

To be included on the approved list of supplemental services providers, applicants must meet the following criteria:

- Have a demonstrated record of effectiveness or have a high probability of increasing student academic achievement.
- Provide supplemental educational services that are consistent with state academic standards. (The Montana Content and Performance Standards are available on the OPI Web site: <http://www.opi.mt.gov>).
- Provide instruction that is high quality, research-based, and specifically designed to increase academic achievement of eligible children on state assessments and attain proficiency in meeting the state's academic achievement standards.
- Provide letters of reference to parents and schools.
- Be financially sound.
- Provide instruction in addition to what is provided during the school day and at times other than the regular school day.
- Provide instruction that is secular, neutral, and nonideological.
- Meet all applicable federal, state, and local health, safety, and civil rights laws.
- Employ at least one person who holds a valid Montana Educator License to directly supervise or provide services to students.

(Montana has a process of reciprocity for individuals with licensure in another state. Please check our Web site under Educator Licensure for details.) Tutors may be employed who do not hold a valid Montana Educator License as long as they are directly supervised by someone who does.

- Employ persons that are of good moral and professional character to provide services to students.

ELIGIBLE SERVICE PROVIDERS

The term “Provider” is defined as a nonprofit entity, a for-profit entity, or a school district. Entities eligible to apply to provide supplemental services may include, but are not limited to:

- Community agencies
- Private schools and colleges
- Groups of teachers or former teachers who have incorporated for this purpose
- Child care centers
- Public schools or districts (unless identified for improvement under Title I, Part A)
- Libraries
- Community colleges
- Private companies
- On-line schools or tutoring services
- Family literacy programs/Even Start programs
- Faith-based organizations
- Montana University System units
- Montana tribal colleges
- Montana tribal education departments
- Curriculum Consortia
- Special Education Cooperatives
- Other educational organizations or associations

RESPONSIBILITIES OF THE APPROVED PROVIDER

Entities included on the Approved Supplemental Services Providers list are required to do the following:

- Ensure that the instruction provided is aligned with Montana student academic achievement standards and, in the case of a student with disabilities, is consistent with the student’s Individualized Education Program under section 614(d) of the Individuals with Disabilities Education Act.
- Provide parents of children receiving supplemental educational services and the appropriate school with information on the progress of the children in increasing achievement, in a format and, to the extent practicable, in a language that such parents can understand.
- Enter into an agreement with the local school district that includes:
 - A statement of specific achievement goals for each student based upon the child’s specific educational needs.
 - A description of how the student’s progress will be measured.
 - A timetable for improving achievement that, in the case of a student with disabilities, is consistent with the student’s Individualized Education Program.
 - The amount of instructional time to be provided.
 - The location where services will be provided.
 - The means of transporting children to the place of instruction, if the services will be provided in a location other than the student’s school (cost, if any, must be factored into price to be charged).
 - A description of how the student’s parents, teacher(s) and school district will be regularly informed of the student’s progress.
 - Provisions with respect to the making of payments to the provider by the school district.

- An assurance from the provider that the identity of any student eligible for, or receiving supplemental educational services, will not be disclosed without the written permission of the parents of the student.
- A description of the research-based program to be utilized with specific references.
- The qualifications and Montana Educator License information (folio number) of staff responsible for the direct supervision of the instructional program.

RESPONSIBILITIES OF THE SCHOOL DISTRICT

Qualifying school districts (those whose students are eligible for services) are required to:

- Identify eligible students (lowest achieving low-income students).
- Notify parents annually (in an understandable and uniform format and, to the extent practicable, in a language the parents can understand) of:
 - The availability of supplemental services;
 - The approved providers whose services are available within the school district or whose services are reasonably available in neighboring school districts; and
 - A brief description of the services, qualifications, and demonstrated effectiveness of each approved provider to assist the parent in selecting a provider.
- Contact providers selected by the parents and enter into a contractual agreement on behalf of the student.
- Monitor the “Responsibilities of the Approved Provider” listed above.

Districts are not required to provide transportation to those services offered away from the school location. Districts are not required to purchase special equipment, but are encouraged to allow providers use of school facilities and equipment on the same basis other groups are allowed use.

FUNDING

The school district is only required to spend its per pupil allocation or the actual cost of the supplemental services, whichever is less, up to an amount that equals 5 percent of its Title I, Part A allocation. However, the district must spend an additional 5 percent on public school choice and an additional 10 percent on either, for a total of 20 percent unless a lesser amount is needed. The final Title I, Part A allocation for school districts is available at <http://www.opi.mt.gov> (under Federal Programs, Annual Consolidated Application and Allocations for Federal Programs). To determine the per pupil amount, the allocation is divided by the district’s U.S. Census poverty count, not the Free/Reduced Lunch Count. U.S. Census poverty counts will also be posted on the OPI Web site under Title I, Part A.

DURATION AND MONITORING

The OPI, in cooperation with the applicable school districts, is required to monitor the quality and effectiveness of the services offered by approved providers and to withdraw approval from providers that fail, for two years, to contribute to increasing the academic proficiency of students to whom they provide services or that fail to meet any of the other eligibility requirements or assurances. The OPI monitoring will be conducted through contact with local school districts to ascertain an evaluation and demonstration of the effectiveness of providers. A violation of any of the above-referenced provider responsibilities constitutes grounds for immediate removal from the state approved list.

A district must continue to offer supplemental services until the school(s) in question is no longer on school improvement according to requirements of NCLB.

REPORTING

In May of each school year, the provider is expected to submit to the school a final written report that summarizes the progress of all students provided with supplemental services. The school will submit this report to the OPI for review. This information will be used to help determine if a provider will remain on the state-approved list.

APPLICATION PROCESS AND TIMELINE

Proposals may be submitted at any time to the OPI. Mail or deliver five (5) copies of the application to:

**Gwen Smith
Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501**

No faxed submissions will be accepted.

Approvals will be determined and announced within 45 days after the application is received by the OPI. The list of approved providers will be updated and posted on the OPI Web site. Applicants that do not meet the qualifications will be notified. Upon request, the reasons for denial will be provided to the applicant and the applicant may reapply.

REQUIRED FORMAT

Please use the application form attached to the announcement. Please provide the information in the order indicated on the application form and instructions. In addition:

- Use no smaller than 12 point type.
- Use a document footer with entity name and page numbers.
- Limit the number of pages in the narrative to 10 pages.
- Allowable attachments are limited to letters of reference and printed brochures describing the services provided. Proposal reviewers will not be required to read additional attachments. Attachments such as CDs, videotapes or other multimedia productions cannot be accommodated.

A complete application packet includes:

- ☐ Completed Application Form
- ☐ Program narrative
- ☐ Completed Service Summary Chart
- ☐ Signed Assurances and Signatures Form (Additional signed release statements if needed; see page 7.)
- ☐ Allowable attachments

MONTANA TITLE I PROGRAM SUPPLEMENTAL EDUCATIONAL SERVICES APPLICATION FORM

Submit to: Gwen Smith, Title I Program, OPI, PO Box 202501, Helena, MT 59620-2501

Name of Entity _____

Name of Contact Person _____

Address _____

City _____ State _____ ZIP _____

E-Mail _____ Phone _____

Proposed Location of Services (if different from above):

Address _____

City _____ State _____ ZIP _____

Note: This section MUST be completed.

Geographic limitation. Our organization can provide services to:

All school districts in Montana ☐ Yes ☐ No

To only the following areas (Please list the potential school districts you will plan to serve from the list of eligible schools/districts provided with this application package.)

☐ For-Profit Company
☐ Public School District*
☐ Private Institution of
Higher Education

☐ Nonprofit Organization
☐ Public School*
☐ Faith-based Organization
☐ Other _____

☐ Incorporated Groups of
Teachers/Formers Teachers
☐ Public Institution of
Higher Education

Please address the following criteria in a narrative of no more than 10 pages total.

1. Describe the program that will be offered. Base services on a period from the beginning of a school year through the next August.
2. Indicate how the content is aligned with Montana academic content standards.
3. Indicate who will be teaching in the program, their qualifications and certification, and the ongoing support they will receive. Supervision by a person with a valid Montana Educator License is required.
4. Describe the research that demonstrates that this is an effective method to increase student achievement.
5. Provide evidence of the program's effectiveness. If available, include data that supports student academic progress.
6. Describe how the program will be monitored for effectiveness.
7. Delineate how the progress of students receiving supplemental educational services will be measured and which assessments will be used.
8. Describe how the school and parents will be notified of the student's progress (in their native language, if necessary).
9. Indicate the pricing structure (per student, per week or month) for providing supplemental services. Base total pricing on the same time period given in question #1.
10. Provide evidence/documentation that demonstrates the applicant is financially sound.

*A public school district or public school identified for improvement may not be a provider.

SERVICE SUMMARY

(Please limit responses to one word or short phrases. This information will be used in the compilation of a statewide master chart for parents and local school districts.)

Name	
City and State	
Proposed location of service delivery	
If service delivery is not at the student's school, is transportation provided and, if yes, is there a separate fee? (Note: Districts are not required to provide or pay for transportation.)	
Service period start and end date for any school year (including summer, if applicable).	
Type of certification of instructors	
Individual or small group (maximum number in small group)	
Length of each tutoring session	
Number of sessions per week	
Cost per session	
Grade levels served	
Tutoring available in Reading and/or Math	
Title of tutoring curriculum utilized	
Research evidence of effectiveness	
Specifics of reporting to parents and school (format, frequency, method of communication)	
Description of services available to diverse populations (i.e., special needs, specific languages)	
Other information:	

ASSURANCES AND SIGNATURES FORM

NOTE: This form must be completed in its entirety and signed by the applicant (if an individual) or major person responsible for any applicant entity such as an organization.

In submitting this application to be included in the Montana approved Providers of Supplemental Educational Services list, I certify that:

1. This organization meets all application federal, state and local health, safety, and Civil Rights laws.
2. All instruction and content are secular, neutral, and nonideological.
3. All qualified children whose parents request services from the organization will be served equally, without restriction.
4. The organization will not disclose to the public the identity of any student eligible for or receiving supplemental educational services without the written permission of the parent.
5. The organization is financially stable and will be able to complete services to the student and the school.
6. The organization will not apply additional admission criteria on eligible students.
7. All persons directly supervising services to students hold a valid Montana Educator's License.
8. All persons providing services to students are of good moral and professional character.
9. Has any person providing services to students ever:

Yes* No

- ☐ ☐ A. Had a diploma or educator license denied, revoked or suspended?
- ☐ ☐ B. Surrendered an educator license?
- ☐ ☐ C. Been found guilty of or plead "no contest" (or similar plea) or any legal action or proceeding, other than a minor traffic offense? (A "minor traffic offense" includes speeding, but does not include DUI or DWI.)
- ☐ ☐ D. Been dismissed from any teaching, administrative or specialist position for reason of poor conduct or failure to discharge adequately services as a teacher, administrator or specialist?
- ☐ ☐ E. Been dismissed from any teaching, administrative or specialist position for refusal to obey the laws regulating the duties of persons working in public schools?

*If the answer to any of the above questions is "Yes," attach a separate signed and dated statement from the individual person to whom the "yes" applies, giving the details of the circumstances. If C is answered "Yes," include the court name and address, the case name and number, if available. If this information has been provided to the OPI with a previous application for certification, have the person indicate that this should be on file with existing OPI records. Copy the Release of Information section below for any person for whom this additional information is submitted, have them sign and submit with the information described above.

Release of Information:

As part of my application to become a Supplemental Educational Services Provider in Montana, I hereby expressly and voluntarily authorize release of any and all information of a confidential or privileged nature, including confidential criminal justice information as defined in Montana Code Annotated §44-5-103(3) to the Montana Office of Public Instruction and its agents. In recognition that such information may be necessary for background investigations conducted by the OPI, I release the OPI and any organization, company, institution or person furnishing information to the OPI, as expressly authorized above, from any liability for damage which may result from any dissemination of the information requested. My signature below confirms this consent.

Printed or Typed Name	Signature

MONTANA TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES RUBRIC

Proposal No.: _____

Reviewer: _____

Overall Scoring: _____/35
(Must score at least 21.)

APPLICATION NARRATIVE

Element I—Program

10 points

- Describe the program that will be offered. Be sure to include the following specifics:
- Location of service delivery
 - Length of each tutoring session (i.e., every day, biweekly, summer)
 - Total contact hours to be provided from the beginning of the second semester 2007 through September 15, 2007
 - Grade levels served
 - Special groups served, if applicable
 - Discuss the transportation arrangements, if applicable
- Indicate how the content of the program will be aligned with the state academic standards.

Level I 0-1 points	Level II 2-5 points	Level III 6-10 points
<ul style="list-style-type: none"> • Fails to provide an adequate description of the program. • Fails to adequately demonstrate how the provider's services are consistent with state academic standards. 	<ul style="list-style-type: none"> • Adequately addresses the areas listed above in the program description. • Includes adequate information regarding the alignment of the supplemental services offered and state academic standards. 	<ul style="list-style-type: none"> • Details clearly the instructional program offered by the provider. Fully addresses each of the areas listed above. • Includes strong evidence that the program offered is consistent with state academic standards.

Total points for element _____/10

Comments:

Element II—Research Base and Program Effectiveness**10 points**

- Describe the research that demonstrates that this is an effective method to increase student achievement.
- Provide evidence of the program's effectiveness. If available, include data that supports student academic progress.

Level I 0-1 points	Level II 2-5 points	Level III 6-10 points
<ul style="list-style-type: none">• Fails to adequately describe the research that supports the effectiveness of the program.• Fails to include adequate evidence that the program has a record of effectiveness.	<ul style="list-style-type: none">• Shows adequate evidence of the research that supports the effectiveness of the program.• Shows adequate evidence that the program has a record of effectiveness.	<ul style="list-style-type: none">• Cites strong, exemplary research that fully supports that this method is effective.• Provides strong, exemplary evidence that the program has a record of effectiveness.

Total points for element _____/10

Comments:

Element III—Evaluation/ Monitoring**10 points**

- Describe how the program will be monitored for effectiveness.
- Delineate how the progress of students receiving supplemental educational services will be measured and which assessments will be used.
- Describe how the school and parents will be notified of the student's progress (in their native language, if necessary).

Level I 0-2 points	Level II 3-6 points	Level III 7-10 points
<ul style="list-style-type: none">• Fails to sufficiently describe how the program will be evaluated.• Does not adequately address monitoring progress of each student receiving tutorial assistance.• Does not adequately explain how parents and schools will be informed of a student's progress.	<ul style="list-style-type: none">• Provides a sufficient description of how the program will be evaluated.• Shows limited method for monitoring progress of each student receiving tutorial assistance.• Provides adequate explanation as to how parents and schools will be informed of a student's progress.	<ul style="list-style-type: none">• Clearly explains how the program will be consistently monitored for effectiveness.• Clearly details how student progress will be monitored through assessments.• Describes exemplary plan to thoroughly inform parents and schools of the student's progress.

Total points for element _____/10

Comments:

Element IV—Pricing for Supplemental Educational Services**5 points**

- Indicate the pricing structure for providing supplemental services.

Level I 0-1 points	Level II 2-3 points	Level III 4-5 points
<ul style="list-style-type: none">• The explanation of pricing fails to give the reader an understanding of the cost of services.	<ul style="list-style-type: none">• The explanation of pricing provides a basic understanding of the cost of services.	<ul style="list-style-type: none">• The explanation of pricing clearly explains the cost for services.

Total points for element _____/5

Comments: